How to Change Active Directory Password
Windows XP/2000

Users who use Microsoft Outlook client for e-mail

1. You will need to be successfully logged in to change your password.
2. Press Ctrl + Alt + Delete (hold all three keys at the same time).
3. Click the Change Password Button (see screen shot below)

The below screen will appear.

4. Type your current password in the "Old Password" field
5. Type your new password in the "New Password" and in the "Confirm New Password" fields.
6. Click OK.

Password Requirements
- Must be at least 8 characters in length
- Must be a password that you have never used before
- Contains at least one number
- Contains Upper and Lower case letters
- Contains a special character (! @ # $ % & are commonly used characters)
- NON dictionary words

Examples would be –   Ky782tac!
                           YK8934@44sa

***Note – If you do not change your password by midnight on Friday, April 27, 2007, you will be prompted to change your password when you next log in. If you have questions or issues, please contact the Commonwealth Service Desk at 502-564-7576.